

**TOWN OF UNDERHILL  
SELECTBOARD SPECIAL MEETING MINUTES  
8:00 a.m., Wednesday, October 8, 2014**

**Selectboard:** Seth Friedman, David Rogers and Cliff Peterson

**Town Staff:** Sherri Morin, RaMona Sheppard, Brian Bigelow, Nate Sullivan, and Sarah McShane

**Public:** Russell Clark, Dick Hosking (VTrans), Ben Rose (DEMPS)

**8:00 a.m.** Meeting called to order. Consensus of the Board was to adjust the agenda by adding Russell Clark after Public Comment.

**8:01 a.m. Public Comment –**

No public present to comment on non agenda items.

**8:02 a.m. Russell Clark, Clark's Truck Center**

Russell Clark and the Selectboard discussed the purchase of the 2015 International Dump Truck and the process for any subsequent transactions. Consensus of the Board was to have the Chair sign the Cost Proposal and Registration.

**8:11 a.m. Town Garage Ventilation Improvements Project**

Chair opened the bid from Alliance Mechanical Inc., the sole bidder. Bid was for a base offer of \$81,300 and a completion schedule of ten weeks from Notice to Proceed. Peck Electric would be the only subcontractor. Selectboard reviewed with Road Foreman that condensation was the biggest problem at the facility.

David Rogers moved to accept the bid of Alliance Mechanical for the Town Garage Ventilation Improvements. Cliff Peterson seconded and the motion passed 3-0.

Town Administrator to coordinate with contractor and Energy Committee regarding the proposed lighting installation.

**8:20 a.m. Adjustment to Agenda**

Not everyone was in attendance for the 8:30 agenda item. Consensus of Board was to address items from Member Items, Correspondence and Warrants while waiting.

Board reviewed contractor Warrants for Town Hall Exterior Renovation. Notice made of the carpentry line being over budget and while substantially complete; not quite 100% so additional invoices will be submitted. Consensus of Board was to sign.

Selectboard reviewed draft letter to Town Clerk Sherri Morin regarding appeal of Board of Civil Authority decisions. With Cliff Peterson abstaining; the consensus of the Board was to have the Chair sign the letter.

**8:35 a.m. 2013 Road and Bridges Standards**

Dick Hosking (VTrans) and Ben Rose (DEMHS) reviewed the impacts of adoption of the 2013 Town Road and Bridges Standards. Approximately 75% of Vermont municipalities have adopted the standards. Hosking confirmed that the standards were not meant to be applied retroactively but that new projects would have to adhere to the standards. Discussion ensued about guardrails and ditching. Discretion and latitude are available in circumstances where limitations exist, especially for ditches. New construction or reconstruction will necessitate reviewing AASHTO guardrail requirements.

David Rogers moved that the Town of Underhill adopt the January 23, 2013 Town Road and Bridges Standards. Cliff Peterson seconded and the motion passed 3-0.

**9:14 a.m. Capital Improvement Plan**

Selectboard and Staff reviewed submittals regarding estimates for Capital items to include: bridges, equipment, paved and unpaved road reconstruction. Most recent worksheet to be modified to reflect: the net price of equipment estimates, the high range of the estimated bridge costs, prioritization of the paved road estimates and a steady amount of \$180,000 for gravel roads. Town Administrator to update worksheet.

**8:03 a.m. Announcements/Schedule.**

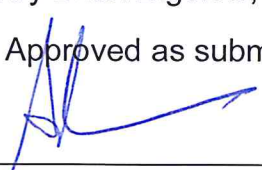
Date for next CIP meeting left undetermined. The next milestone is to be ready for public hearing warning by November 15. The next regularly scheduled Selectboard meeting is October 14 at 6:00 p.m.

**10:10 a.m. Adjournment.**

David Rogers moved to adjourn. Cliff Peterson seconded and the motion passed 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended.

  
\_\_\_\_\_  
Seth Friedman, Chair

\_\_\_\_\_  
Date

**Town of Underhill**  
**Proposed Capital Budget and Capital Improvement Program**  
**FY 2016 - FY 2021**

<u>Description</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>
<b>Project Expenditures</b>						
<b>Highway Department Vehicles</b>						
2003 Cat Loader	121,900					
2006 Int'l Dump Truck		200,000				
2008 Ford Pickup			50,000			
2008 Int'l Dump Truck			160,000			
2011 Int'l Dump Truck						180,000
2000 Cat Grader				200,000		
1997 Excavator					136,000	
Highway - Heavy Vehicles	81,000	*	81,000	81,000	81,000	81,000
<b>Total Highway Vehicles</b>	<b>202,900</b>	<b>281,000</b>	<b>291,000</b>	<b>281,000</b>	<b>217,000</b>	<b>261,000</b>
<b>Major Infrastructure Projects</b>						
<b>Major Reconstruction</b>						
Gravel Roads	180,000	*	180,000	130,000	130,000	130,000
Paved Roads	425,965		185,750	182,125	146,400	120,100
<b>Major Culvert Replacement/Retrofit</b>						
Mountain Road - Concrete Boxes		250,000				
Deane Road - Culvert Replacement	75,000					
Corbett Road - Concrete Boxes			225,000			
Sidewalk Project- Flats (includes Land ROW)	347,200					
Sidewalk Project - River Road					100,000	
Infrastructure Projects	72,000	*	72,000	72,000	72,000	72,000
<b>Total Major Infrastructure Improvements</b>	<b>1,100,165</b>	<b>687,750</b>	<b>609,125</b>	<b>348,400</b>	<b>422,100</b>	<b>299,500</b>
<b>Building Upgrades and Additions</b>						
Storage Containers	7,000					
Building Improvements	21,000	*	21,000	21,000	21,000	21,000
<b>Total Building Upgrades</b>	<b>28,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
<b>TOTAL HIGHWAY REQUESTS</b>	<b>1,331,065</b>	<b>989,750</b>	<b>921,125</b>	<b>650,400</b>	<b>660,100</b>	<b>581,500</b>
<b>Recreation Committee Infrastructure</b>						
Tennis Court Replacement	25,000					
Recreation Projects	1,000	*	1,000	1,000	1,000	1,000
<b>Public Buildings/General</b>						
Post Office	1,000	*	1,000	1,000	1,000	1,000
Old Schoolhouse	5,000	*	5,000	5,000	5,000	5,000
Town Hall Projects	16,000	*	16,000	16,000	16,000	16,000
<b>Equipment</b>						
File Server		15,000			15,000	
Office Equipment	7,000	*	7,000	7,000	7,000	7,000
<b>TOTAL GENERAL REQUESTS</b>	<b>48,000</b>	<b>38,000</b>	<b>23,000</b>	<b>23,000</b>	<b>38,000</b>	<b>23,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,682,130</b>	<b>\$ 1,996,500</b>	<b>\$ 1,844,250</b>	<b>\$ 1,302,800</b>	<b>\$ 1,337,200</b>	<b>\$ 1,165,000</b>
<b>Project Revenues</b>						
Use of Reserves						
Debt - Bank Financing	200,000					
Grant - Corbett Road - Concrete Boxes		-				
Grant - Class II Roads	75,000	75,000	75,000	75,000	75,000	75,000
Grant- Sidewalk Project	312,480				90,000	
Current Year Taxes	2,094,650	1,921,500	1,769,250	1,227,800	1,172,200	1,090,000
<b>TOTAL REVENUES</b>	<b>\$ 2,682,130</b>	<b>\$ 1,996,500</b>	<b>\$ 1,844,250</b>	<b>\$ 1,302,800</b>	<b>\$ 1,337,200</b>	<b>\$ 1,165,000</b>

\* Amounts in these projects include funds to be designated for future expenditures.

204,000      204,000      204,000      204,000      204,000      204,000